

SECRET

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fileMEMORANDUM
NUMBER C-11

7 January 1957

MORNING REPORT

PURPOSE: To establish a procedure for obtaining a daily accountability of Detachment personnel.

SCOPE: This Report will reflect the Duty Status of each person assigned to the Detachment.

RESPONSIBILITY: It will be the responsibility of each Section Head to render a written Morning Report to the Detachment "C" Administration Section by 1500 hours of each day including Saturdays but excluding Sundays. Dittced forms are available in Detachment "C" Administration Section (Sample attached to this Memorandum as Attachment 1).

PROCEDURE: The Report will be completed on the Form designated as Attachment 1 to Memorandum Number C-11. Entries will be as follows:

- Column A - Officers and Airmen are USAF personnel only. All others are to be reported as Civilians.
- Column B - PFD stands for Present for Duty
- Column C - Leave to include those absent under Leave Orders
- Column D - Sick in Quarters, present on the Station
- Column E - Sick, confined to a Hospital
- Column F - AWOL - Absent without Leave will be the status of any person not present for duty during duty hours and not accounted for.
- Column G - Confined to Quarters (for reason other than illness), jail, brig or guard house.
- Column H - Total, this is to reflect the total in each category, eg. Officer, Airmen or Civilian.
- Column I - Name of person entered in Col's C, D, E, F or G
- Column J - Grade or Rank of person
- Column K - Explanation of non-duty activity.

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COLONEL USAF
COMMANDER

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